

# **MINUTES**

BUDGET & FINANCE COMMITTEE  
CITY OF BRANSON, MISSOURI  
February 26, 2015

**1) Call to Order.**

The meeting of the Budget & Finance Committee was held in the Municipal Courtroom of City Hall, Thursday, February 26, 2015 at 2:30 p.m. The meeting was called to order by Mayor Raeanne Presley.

**2) Roll Call.**

Members present: Mayor Raeanne Presley, Alderman Patrick Parnell, Alderwoman Cris Bohinc, City Administrator Bill Malinen, and Pamela Yancey. Members absent: Rod Romine.

Also present: Finance Director Jamie Rouch, Stacy McAllister, Carl Garrett, and JoLyn Tate; Planning & Development Director Joel Hornickel and Captain Steve Lisby.

**3) Regular Reports.**

**a) Minutes of January 29, 2015.**

Alderwoman Cris Bohinc moved to accept the minutes of January 29, 2015, seconded by Alderman Patrick Parnell. Motion carried.

**b) Monthly Sales & Tourism Tax Reports.**

Carl informed the committee that sales tax receipts received in February, for December activity, showed an 8.1% decrease, although 2014 year-end reflected a 6.2% increase. He does expect to see some improvement to these numbers, however, as many retail stores estimate their final tax payment and then amend their receipts later. January Tourism Tax receipts were up 19.4%, which is historically the best start to a new year. A preliminary report for February Tourism Tax Receipts shows there is a 13% increase compared to the same month in 2014 and he expects the year-to-date receipts to be up at least 18%. Carl attributes the difference in receipts between sales and tourism taxes to visitors coming into town for attractions but not purchasing from retail stores as much as they have in the past. Carl reported that by classification, all areas of tourism tax receipts were up, including restaurants.

Carl summarized the Rolling 12 Report. He expects growth to be near 0% for November 2014 after we receive tax monies for next month. Year-to-date, the Landing's sales are down over 2%, but the Highway 76 corridor is showing nearly 6% growth after rebuilding from the 2012 tornado.

**c) Financials.**

**i) Monthly Unaudited Financials – December 2014.**

Jamie explained that the financials she was presenting would change due to accruals that will occur in period 13. Jamie expects to end 2014 with a higher than projected reserve at 27%, which is approximately \$130,000 dollars more than what was budgeted. Once all accruals have been entered, Jamie will present 2014 unaudited financials at

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the March 24<sup>th</sup> Board of Alderman meeting. She expects the auditor to present to the Board at the end of May.

Jamie more thoroughly explained what an accrual is. Accruals occur on an annual basis so that any sales or other income that occurs in 2014, but are received in 2015, are captured when they actually occur. A thirteenth accounting period is created for this purpose after period 12 (December) has been closed.

**ii) Cash Reconciliation & Balance Sheet.**

This item was not discussed.

**4) Review of Disbursements & Approval of Disbursements \$50,000 & over.**

**(January 17, 2015 – February 20, 2015).**

Disbursements were acknowledged as presented. Alderman Patrick Parnell moved to accept the disbursements, seconded by Pamela Yancey. Motion carried.

**5) Discussion of Police Department Antenna Site Lease Agreement.**

Captain Steve Lisby was present to discuss a new antenna site lease agreement with Communications Equipment Co., LLC that would improve substandard radio communication on the western side of the city. The new antenna would be located on Skyline Dr. and would correct poor radio signals due to the topography of the area. The lease would begin at \$245.00 per month and then increase by 3% each year for five years. At the end of the five years a new agreement could be made or an alternative location could be found. Captain Lisby explained that renting this space, which is indoors and climate controlled, is much more cost efficient than other alternatives.

Alderdwoman Cris Bohinc moved to accept the lease agreement with CECO, LLC, seconded by Alderman Patrick Parnell. Motion passed.

**6) Discussion of Planning code Update RFQ Response.**

Planning and Development Director Joel Hornickel explained that a Request for Quotations (RFQ) was sent out by the City of Branson to find a company capable of updating the city's outdated zoning code. He explained that in the Land Use chapter alone, 29 items were identified as action steps to modernize code. Joel believes that by hiring a code consultant, the city can update the code much more quickly and efficiently.

Five responses were received for the RFQ. A panel was created that consisted of Planning and Development staff members to rate each response. One important factor the panel identified was that the consultant company have knowledge of Missouri law. Of the responses received, the panel narrowed down to two firms, Duncan Associates and Spencer Fane Britt & Browne. After reviewing references of both companies, the panel recommends the firm of Spencer Fane Britt & Browne.

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Aldерwoman Cris Bohinc moved to accept the recommendation of Spencer Fane Britt & Browne for continued negotiations, seconded by Pamela Yancey. Motion passed.

**7) Discussion of 2014 Budget Amendment.**

Jamie discussed a budget amendment concerning the Branson Convention Center that is estimated to be from \$100,000 - \$150,000. Jamie typically presents budget amendments to the committee prior to going to the Board of Alderman for approval, however, due to time constraints the budget amendment will only go to the board for a first and second reading.

**8) Finance Director's Report.**

Jamie announced that a paperless option will soon be available for utility billings. This could potentially save \$3,000 or more each month on postage. In February, a notice will be sent to customers notifying them that the option is now available.

Jamie also updated the committee on priority based budgeting. Program costing has been completed by city staff and most of the work in February will be performed by the Center for Priority Based Budgeting. In March, committee reviews will begin. The Finance Department is working on a timeline showing what must be completed and by what date each item must be finished. Also included in the process will be the results of the community survey so that items important to the public are being responded to by the city.

Jamie updated the committee on the bond refinancing that saved the city approximately \$11.8 million. She explained there is a potential to save an additional sum due to forward delivery that would push savings closer to \$12.5 million.

**9) Adjourn.**

The meeting adjourned on a motion by Aldерwoman Cris Bohinc, seconded by Alderman Patrick Parnell. Motion carried.